

# Chorus Education Trust

## Careers Policy

**Important:** this document can only be considered valid when viewed on the Trust or School website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

<b>Version number:</b>	1.0
<b>Implementation date:</b>	Jan 2021
<b>Next review:</b>	Jan 2023
<b>Name and job title of author:</b>	Chris James, Chief Executive Officer
<b>Target audience:</b>	Students, parents, school Leaders
<b>Related documents:</b>	Curriculum Policy



## Contents

1.	Rationale for Careers Education Information Advice and Guidance(CEIAG) .....	3
2.	Purpose .....	3
3.	Commitment .....	3
4.	Management .....	4
5.	Curriculum Provision.....	4
6.	Personal Provision .....	4
7.	Resources .....	5
8.	Partnerships.....	5
9.	Approvals and review.....	6

## **1. Rationale for Careers Education Information Advice and Guidance(CEIAG)**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

This policy meets the requirements of the schools from-

- Education Act 2011- places the duty on schools to secure access to independent careers guidance from September 2013 for pupils aged 13-18.

CEIAG makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. This is to help them make a successful transition to adulthood and a place of work by-

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

## **2. Purpose**

Chorus Education Trust is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the schools' overall visions and is linked to the Chorus Improvement Plan and the School Improvement Plan. Trustees, Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

## **3. Commitment**

The trust is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance.

It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

The trust is committed to gaining The Sheffield Quality Standard for Careers Education, Information, Advice and Guidance.

## **4. Management**

This area is supported by a link governor in each school. A senior leader has strategic responsibility for CEIAG in each school. The leader has oversight of the Careers Leader. Work experience is planned and implemented by the Careers Leader. The schools have responsibility for securing its external careers guidance service, and engage the services of an Independent Careers Guidance Adviser.

The senior leader will ensure staff who deliver CEIAG have access to relevant training.

The senior leader and Careers Leader will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the school's destination measures.

## **5. Curriculum Provision**

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13 which enable young people to:

- Develop themselves through career and work-related education.
- Learn about careers and the world of work.
- Develop career management and employability skills.

## **6. Personal Provision**

Elements of the above will require access to individual information advice and guidance through:

- Internal staff, external visitors and mentors.
- External sources using relevant forums via websites, the National Careers Service<sup>2</sup> and specialist face to face careers guidance.
- The 8 Gatsby Benchmarks of good career guidance are-
  - 1. A stable careers programme
    2. Learning from career and labour market information
    3. Addressing the needs of each student
    4. Linking curriculum learning to careers
    5. Encounters with employers and employees
    6. Experiences of workplaces
    7. Encounters with further and higher education
    8. Personal guidance

Chorus Trust is working towards ensuring that, in line with the Gatsby benchmark, every student has:

- At least 1 employer encounter a year, one of which will be with a STEM employer.
- Access to UCAS Progress to help explain the range of local options.
- One to one qualified guidance.
- High quality and accurate LMI related to the curriculum where possible.
- Inclusive approaches to delivering this to ensure fair and equal access.
- Higher education options delivered through a bespoke tutorial programme.
- Access to Post 16 Evenings that provide options across a range of academic and technical education providers.

We will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the school's governing body. Our students with Education Health and Care Plans are currently given one-to-one guidance by our Careers Advisor.

## **7. Resources**

The School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources, such as a Careers Guidance Adviser.
- Adequate staffing.
- Student, staff and parental access to information on request and electronically.
- Designated space for individual, group and research sessions.

The Careers Leader is responsible for the effective deployment of resources. The Careers Hub is updated annually via the addition or replacement of relevant documents, books, software, pamphlets and posters.

ICT facilities are available in the Learning Resources Centre and in teaching rooms. This enables students to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

## **8. Partnerships**

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- Formal arrangements with our external provider of careers guidance and others.
- Liaison with post 16 providers and higher education institutions.
- Employers and training providers.
- Enterprise advisor.
- Parents and carers.
- Others specific to our schools.

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

## **9. Approvals and review**

This policy is reviewed biannually in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.